

Jan 81

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Edward L. Sherman  
Director of Finance  
SUBJECT: First-Class Air Travel

1. This memorandum transmits for your information a Summary of First-Class Air Travel and supporting detail for Fiscal Year 1980. The data represents travel for which vouchers were certified and recorded during that period.
2. As requested last year we have provided an analysis by component by each six month reporting cycle. You will note that a "Total Cost of Trip" analysis is only provided for the period 1 April thru 30 September 1980. We were unable to determine the exact figures for the period 1 October 1979 thru 31 March 1980 in that nine trips reported did not reflect total cost of the trip involved with first-class air travel. This requirement was levied by the Office of the Comptroller.
3. A copy of this report is being provided to the SSI/DDA for use in preparing a report to GSA. A copy is also being sent to the Comptroller.

Edward L. Sherman

Attachment:  
As stated Para 1

Approved For Release 2003/06/26 : CIA-RDP84B00890R000800100013-7  
 SUMMARY OF FIRST CLASS TRAVEL  
 FOR WHICH VOUCHERS WERE RECORDED  
 DURING FISCAL YEAR 1980

*Reason	Oct. 1979 thru March 1980				April 1980 thru Sept. 1980				Total FY 80			
	Number of Trips For.	Dom.	Total	Add'l Cost	Number of Trips For.	Dom.	Total	Add'l Cost	Number of Trips For.	Dom.	Total	Add'l Cost
1	25	6	31	\$ 2,895.00	30	10	40	\$ 4,880.00	55	16	71	\$ 7,775.00
1a	--	2	2	10.00	--	--	--	-----	--	2	2	10.00
2	3	2	5	703.00	5	5	10	4,093.00	8	7	15	4,796.00
3	--	--	--	-----	--	--	--	-----	--	--	--	-----
4	2	--	2	1,735.00	9	--	9	9,881.00	11	--	11	11,616.00
5	26	4	30	12,141.00	18	5	23	11,308.00	44	9	53	23,449.00
Totals	<u>56</u>	<u>14</u>	<u>70</u>	<u>\$17,484.00</u>	<u>62</u>	<u>20</u>	<u>82</u>	<u>\$30,162.00</u>	<u>118</u>	<u>34</u>	<u>152</u>	<u>\$47,646.00</u>

\*Explanations for reason:

1. When less than first-class accommodations are provided but no space is available in less than first-class accommodations in time to carry out the purpose of the travel and it is too urgent to be postponed.
- 1a. Due to strike or civil disturbance.
2. When the traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used, and that fact is certified by the Director of Medical Services. (Travel of medically authorized attendant(s) is included.)
3. When less than first-class accommodations on foreign flag carriers, used in accordance with [redacted] do not provide adequate sanitation or health standards.
4. For travel by Associate Deputy Directors or high level officials on transoceanic flights or on other international flight segments where given segment is more than seven hours in length.
5. When exceptional circumstances, as determined by the DCI or the DDCI, make use of first-class accommodations essential to the successful performance of an Agency mission.

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MEMORANDUM FOR: Special Support Assistant  
Deputy Director for Administration

FROM : Edward L. Sherman  
Director of Finance

SUBJECT : First Class Air Travel

1. This memorandum transmits a Summary of First-Class Air Travel and supporting detail, by component for the first six months of Fiscal Year 1981 for your use in submitting the required semi-annual report to GSA. The data represent travel for which vouchers were certified and recorded during that period.
2. A copy of this report is being provided to the Office of the Comptroller for its use in establishing cost data to be included in Agency budget submissions.
3. A Fiscal Year 1981 annual report will be submitted to the DDA with copies provided to the SSA/DDA and the Comptroller.

Edward L. Sherman

ATTACHMENT:  
As stated

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## SUMMARY OF FIRST CLASS TRAVEL

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FOR WHICH VOUCHERS WERE ISSUED  
1 Oct 1980-31 March 1981

<u>Reason</u>	<u>Number of Trips</u>	<u>1st. Class Additional Cost</u>	<u>Total Cost Of Trip</u>
	<u>Foreign</u>	<u>Domestic</u>	<u>Total</u>
1	17	3	20
1a	-0-	-0-	--
2	2	3	5
3	-0-	-0-	-0-
4	9	-0-	9
5	17	8	25
6	<u>1</u>	<u>-0-</u>	<u>1</u>
	<u>46</u>	<u>14</u>	<u>60</u>
			<u>\$22,115.00</u>
			<u>\$141,125.00</u>

(1) When less than first-class accommodations are provided but no space is available in less than first-class accommodations in time to carry out the purpose of the travel and it is too urgent to be postponed.

(1a) Strike or civil disturbance.

(2) When the traveler is so handicapped or otherwise physically impaired that other accommodations cannot be used, and that fact is certified by the Director of Medical Services. (Travel of medically authorized attendant (s) is included.)

(3) When less than first-class accommodations on foreign flag carriers, used in accordance with [ ] do not provide adequate sanitation or health standards.

(4) For travel by Associate Deputy Directors or high level officials on (a) transoceanic flights or (b) on other international flight segment is more than seven hours in length.

(5) When exceptional circumstances, as determined by the DCI or the DDCI, make the use of first-class accommodations essential to the successful performance of an Agency mission.

(6) When the use of first-class accommodations would result in an overall savings to the Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of less-than-first-class accommodations.

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First Class Air Travel

The report is prepared semi-annually to show the number of first-class trips taken during a fiscal year, the amount of additional cost expended and the reason for each. Attached is the Fiscal Year 1980 report and the first six months of Fiscal Year 1981. The full FY 1981 report is not ready.